



North Dakota Public Employees Retirement System E-Mail Memorandum 2003-13

TO: PAYROLL PERSONNEL PARTICIPATING IN THE FLEXCOMP PLAN ON THE STATE OF NORTH DAKOTA PEOPLESOFT PAYROLL

1. The navigation to set up a new pretax premium is Home>Compensate Employees>Maintain Payroll Data (US)>Use>General Deduction Data. Select the appropriate deduction code, enter an effective date of 12/01/2003, and enter the premium amount, if required, in the Flat/Addl Amount field.

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > [General Deduction Data](#) [New Window](#)

General Deduction Data

Flintstone, Fred ID: 7006180
Company: ND State of North Dakota

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: S00111 Flex Colonial + -

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 12/01/2003 Take on all Paygroups ☒ + -

*Deduction Calculation Routine: Default to Deduction Table

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount: 25.00

Goal Amount: Current Goal Balance:

Ded. stopped by Self Serv User ☐

This data was last updated by Online User Data last updated on 09/19/2003

Save Return to Search Refresh Update/Display Include History Correct History

2. If the employee wants to make a change (pretax to after tax, after tax to pretax, discontinue deduction) to a premium that they are already having deducted the navigation is Home>Compensate Employees>Maintain Payroll Data (US)>Use>General Deduction Data. Select the deduction code for the coverage that needs to be changed. Insert a new row in the deduction details section. Enter an effective date of 12/01/2003 and a deduction end date of 12/02/2003. This will stop this deduction for the December paid January 2004 payroll.

The screenshot shows a web browser window with the PEOPLE Soft logo and navigation links: Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data. A 'New Window' link is also present.

The 'General Deduction Data' form is displayed for employee Flintstone, Fred (ID: 7006180) at Company ND, State of North Dakota. The form includes a search bar with 'S00111' and 'Flex Colonial'.

The 'Deduction Details' section contains the following fields:

- *Effective Date:** 12012003 (calendar icon)
- *Deduction Calculation Routine:** Default to Deduction Table (dropdown)
- Deduction End Date:** 12022003 (calendar icon)
- Loan Interest %:** (empty text box)
- Goal Amount:** (empty text box)
- Take on all Paygroups:** ☒ (checked)
- Deduction Rate or %:** (empty text box)
- Flat/Addl Amount:** \$25.00
- Current Goal Balance:** (empty text box)
- Ded. stopped by Self Serv User:** ☐ (unchecked)

Footer information: This data was last updated by Online User on 09/19/2003.

Buttons at the bottom: Save, Return to Search, Refresh, Update/Display, Include History, Correct History.

Set up the new deduction using the instructions in #1 above.